



INSTRUCTIONS FOR SB1 VISA APPLICANTS

GET PREPARED: Obtain all the applicable documents on the checklist of KEV-1 form. Supporting documents from the U.S. must be sent **directly to the applicant** so that they may be presented during the visa interview. As you obtain each document, check the box for each item. You can schedule a visa interview prior to your medical examination. However, all immigrant visa applicants must present the medical examination during the visa interview; otherwise a visa cannot be issued.

INTERVIEW SCHEDULING: Most of the immigrant visa applicants are scheduled at the National Visa Center. There are some situations when the applicants have to schedule the appointments themselves: **AFTER YOU HAVE OBTAINED ALL OF THE DOCUMENTS** that apply to your case, **contact the Call Center to schedule your visa appointment** and register your free passport delivery with “TMM-Express” Company in Ukraine.

The call center hours of operation are Monday-Friday 9:00 to 21:00, Kyiv local time. The Ukraine call center telephone number is **044-383-8066**. If calling from the United States on behalf of relatives in Ukraine, the telephone number is **703 988 7107**. You can use: <http://www.ustraveldocs.com>.

Your interview will be scheduled as soon as possible under the U.S. legislation and depending on our workload. The information about the interview date given to you by the call center is final; the Embassy will not be sending any written confirmation of that date to your address. You will need to follow these instructions, collect all the applicable documents and complete the application forms sent to you with these instructions.

The total fee for **EACH SB-1 APPLICANT (including children)** is \$205. You can pay visa fee only at the Consular Section.

Please, do not pay your visa fees at the bank. The erroneously paid fees are not refundable.

Personal appearance of every immigrant visa applicant regardless of age is required.

CANCEL INTERVIEW: To **cancel your visa appointment**, you need to e-mail (KyivIV@state.gov) the Consular Section with a request to do so. Rescheduling for another date will be available through the call center.

REPORT CHANGE: It is applicant's responsibility to report a **CHANGE OF ADDRESS**, mistakes in spelling of given name or last name, or change in applicant's situation such as marriage, death of petitioner, or birth of children. If you are aware of any discrepancies in the spelling of applicant's names or dates of birth, or in cases when not all of the applicant's previous last names were included in the petition at the time of filing, please notify the Consular Section. It is the responsibility of both the petitioner and the beneficiary to keep the Consular Section informed. Failure to do so prior to the visa interview will lead to a delay in visa processing. The corrections should be e-mailed to us at: KyivIV@state.gov. **Please do not send any documents to the Consular Section in Kyiv.**

COPIES AND TRANSLATIONS: Documents in English, Ukrainian or Russian do not need to be translated. When you arrive for the interview, you **MUST** present all the original documents accompanied by a photocopy and, if the document is not in English, Ukrainian or Russian, by an English translation, which is produced by a certified translator. After the interview, all originals except police certificates and the medical examination report will be returned to you. The consular officer has the right to request translation of any submitted document.

PASSPORTS BY COURIER: The Consular Section uses a delivery services to return passports to visa recipients. The visa issuance might take up to 8 business days. Please note that no exception to the process will be made. **The Consulate strongly encourages you not to make any travel arrangements prior to obtaining a visa.**

TERMINATION OF REGISTRATION: VISA PROCESSING MUST OCCUR WITHIN ONE YEAR FROM THE DATE OF THIS LETTER. Section 203(g) of the Immigration and Nationality Act requires that an intending immigrant pursue his/her visa application within one year from the date the Embassy informs him or her that all the necessary documents have been received. This is our notice to you that it is now possible for you to pursue your application for a visa. If you fail to do so within one year from the date of this letter, your application and any visa petition approved for you will be cancelled.

DOCUMENT CHECKLIST:

- **1. PASSPORTS:** A passport must be valid for travel to the United States and must have at least 8 months' validity beyond the planned date of travel to the U.S. Children may be included on a parent's passport or they may have their own travel document. If over the age of 5, they must have their photographs attached to a parent's passport. If over 18 years old, they must have their own international passport.

NOTE: CHILDREN WHO HAVE THEIR VISAS IN THEIR PARENTS' PASSPORTS can only travel with the parent who also has a valid U.S. visa. **CHILDREN WITH U.S. VISAS IN THEIR OWN TRAVEL DOCUMENTS** can travel to the United States on their own.

- **2. BIRTH CERTIFICATES (original and copy):** You must submit an original of birth certificate for **each person** named in the petition and who is applying for a visa. The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract from official records. If you or any children were adopted, you must submit the final adoption decree.

UNOBTAINABLE BIRTH CERTIFICATE: In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration, provided it contains the date and place of the applicant's birth and information concerning parentage, and provided the baptism took place shortly after birth. If a baptismal certificate is unavailable, a close relative, preferably the applicant's mother, should prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.

TO OBTAIN A VISA FOR A CHILD UNDER 16 ONE OF THESE IS REQUIRED:

- Court decree granting sole custody to the parent applying for a U.S. visa; OR
- Notarized consent letter from the left-behind parent permitting the permanent residency of the child in the U.S. **WITH** a photocopy of left-behind parent's passport ID page (to confirm identity and signature of the person granting permission); OR
- Death certificate, if the other parent is deceased; OR
- The left-behind parent may appear in person to sign the consent statement.

Personal appearance of the non-immigrating parent is, however, an option for those families who wish to choose it. If the left-behind parent is not in Ukraine, s/he should have his/her consent letter notarized at the nearest Ukrainian or U.S. Embassy/consulate in the country where s/he is located, and then submit that notarized statement with a photocopy of his/her passport ID page. The parent should send the documents to the visa applicant.

If the immigrating parent cannot locate the other parent (e.g., if they have been estranged for many years), then s/he should obtain a Ukrainian court decree establishing that s/he has custody/control of the child or a court decree pronouncing the other parent missing.

3. POLICE CERTIFICATES (original): Applicants aged 16 years and older must submit a police certificate from the country of nationality and the country of residence at the time of visa application, if the applicant has resided there for 6 months or more. (For example, an 18 year old Russian citizen residing in Ukraine must present a police certificate both from Russia and Ukraine). Police Certificates from Ukraine should be "FULL" («ПІОВНА»), not "SHORT" («СКОРОЧЕНА»).

Police certificates are also required from all other countries where the immigrant visa applicant has resided for one year or more after the age of 16 including the republics of the former USSR.

A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. In Ukraine the certificate **must be obtained in the oblast centers** from the Departments of Information Technology at the Ministry of Internal Affairs, or in the [local MIA service centers](#). The police certificate is valid for ONE YEAR.

All police records issued for visa applicants who have changed their names need to bear all the names applicants have used. These include maiden names and names from previous marriages. If the name was obtained through means other than marriage or divorce, it should be listed on the police certificate as well. Certificates issued solely under the applicant's current name will not be accepted.

NOTE: Police certificates from certain countries are considered unobtainable. To check the availability of police certificates in other countries, please go to <http://travel.state.gov/>. The information is located under VISAS – FEES AND RECIPROCITY TABLES link.

- **4. MILITARY RECORDS (original and copy):** A military record, if applicable and obtainable, is required.

- **5. PHOTOGRAPHS:** Two photographs for each applicant with light background on glossy paper, unretouched, and unmounted, size 50 mm by 50 mm, are required (the photos cannot be more than 6 months old). The photographs must be presented for **all applicants (including children)** regardless of age. The dimensions of the facial image must measure about 25-35 mm from chin to top of hair. The applicant should not be looking down or to either side. No head covering or dark glasses may be worn. Color Polaroid photos are acceptable.
- **6. EVIDENCE OF SUPPORT for SB1 VISA APPLICANTS:** Form I-134 an Affidavit of Support must be submitted for SB1immigrant visa applicants. Documentation regarding the financial support can be in any form – preferably one year of tax returns, W-2s, bank statements, earning statements, letters from employers. Please note that the poverty guidelines change every year. You need to make sure that the income reflected in I-134 form is above the poverty guidelines effective at the time signing. To check the Department of Homeland Security poverty guidelines, please go to <http://uscis.gov/graphics/formsfee/forms/files/I-864p.pdf>.
- **7. MARRIAGE CERTIFICATES (original and copy):** Currently or previously married persons are required to present their marriage certificate or change of name certificates if they no longer have their marriage certificates. **If the marriage certificate from the previous marriage has been submitted to the registrar’s office at the time of divorce, a change of name certificate must be obtained from the registrar’s office (RAGS).**
- **8. CHANGE OF NAME CERTIFICATES (original and copy):** If the change of surname/name occurred not through the marriage, the change of name document must be provided.
- **9. DIVORCE/DEATH CERTIFICATES (original and copy):** Divorce certificate as a proof of the termination of any previous marriage must also be submitted. If the spouse is deceased, a death certificate should be submitted. Divorce certificates must be obtained at the local registrar’s office (RAGS). Court decrees terminating marriage are not acceptable.
- **10. PROOF OF RELATIONSHIP FOR SPOUSES OF AMERICAN CITIZENS AND SPOUSES OF LPRs:** Letters, e-mails, photos, phone bills, Skype logs etc. Electronic media is not acceptable.
- **11. MEDICAL EXAMINATION:** All applicants must have medical examinations at the time of the interview. See attached medical examination requirements.
The applicants must submit proof of vaccinations. Applicants should also pay attention to the validity of the medical examination. If the medical examination expires before the applicant arrives in the United States, it must be repeated. Unless a certain medical condition exists, the validity of the medical exam is **SIX MONTHS**.
- **12. APPLICATION FORMS:** The applicants must complete DS-260. This form must be filled out in English only:
 1. Please go to <https://ceac.state.gov/IV/Login.aspx>
 2. Choose “Principal Applicant” in the first field
 3. Enter your NVC/Embassy case number KEVXXXXXXXXXX in the second field
 4. Instead of invoice number, you will insert your DOB.
 5. Complete the DS-260 and press the button “Sign and Submit”. **Do not print out.**

Your Case Number is on top of the first page.

The following table will help you collect the necessary documents. **You only need to collect the documents applicable to your case** (i.e. if you have never been married before, you do not have to provide marriage and divorce certificates).

Original document	Copy	Translation
External passport or/and child's travel document valid for at least 8 months		
Birth certificate	+	*
Court decree of sole legal custody of the child (if applicable)	+	*
Court decree pronouncing the other parent missing (if applicable)	+	*
Notarized statement from an absent parent + copy of the photo page of the passport (if applicable)	+	*
Military records (if applicable)	+	*
For SB1 visa applicant- an original I-134 Affidavit of Support with the most recent tax returns.		
Divorce decree (if applicable)	+	*
Marriage certificate/change of name certificate (if applicable)	+	*
Marriage certificate if you were married in the U.S.	+	
Death certificate (if applicable)	+	*
Adoption decree (if applicable)	+	*
Police certificate for all names used from country of citizenship and all countries where applicant resided after the age of 16 for more than 1 year		*
Evidence of the relationship with your husband/wife (letters, telephone bills, photographs, airline tickets, etc)		
Proof of your relation to the person/business who filed immigrant petition for you		
Two photographs 5 x 5 signed on the back for each immigrant visa applicant. (See the details about photograph requirements below.)		
Medical examination		
Application fee for each applicant including children will be paid to the consular cashier. Do not pay at the bank! The payments are accepted in U.S. dollars cash or UAH. The cashier accepts only undamaged, clean notes (without stains, inscriptions, stamps).		

* Documents in English, Ukrainian or Russian do not need to be translated. Translation is required only if the original document is done in a language other than English, Ukrainian or Russian. The consular officer may request a certified translation of any document into English.

ONLY ONE COPY OF EACH DOCUMENT, EXCEPT PHOTOGRAPHS, NEEDS TO BE SUBMITTED.
YOU ARE ADVISED, HOWEVER, TO OBTAIN THE NECESSARY DOCUMENTS IN DUPLICATE, AS THIS WILL ENABLE YOU TO PROVIDE IDENTICAL COPIES IN THE EVENT THE FIRST SET IS LOST OR DAMAGED.

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